



**HOUSING AUTHORITY  
of the County of Los Angeles**

700 W. Main Street • Alhambra, CA 91801

Tel: 626.262.4510 • TDD: 855.892.6095 • [www.hacola.org](http://www.hacola.org)

**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, MARCH 26, 2014  
12:00 PM  
700 W. MAIN STREET  
ALHAMBRA, CA 90801  
(626) 262-4511**

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**1. Call to Order**

**2. Roll Call**

**Alma Cibrian, Chair**  
**James Brooks, Vice Chair**  
**Michelle-Lynn Gallego**  
**Zella Knight**  
**Val Lerch**  
**Margaret Mott**  
**Henry Porter Jr.**

**3. Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of February 26, 2014.

**4. Report of the Executive Director**

**5. Presentation**

Family Self-Sufficiency (FSS) – Christina Lupo

**6. Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

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## **Regular Agenda**

### **7. Approve Janitorial Services Contract (All Districts)**

Recommend that the Board of Commissioners find that approval of the Janitorial Services Contract is exempt from the California Environmental Quality Act (CEQA) because the proposed activity will not have the potential for causing a significant effect on the environment; recommend that the Board of Commissioners authorize the Executive Director or his designee to execute, amend, and if necessary, terminate a one-year Contract in the amount of \$280,000 with Diamond Contract Services, Inc., for janitorial services at 16 housing developments and the South Scattered Sites Management Office; recommend that the Board of Commissioners authorize the Executive Director or his designee to execute amendments to the Contract, following approval as to form by County Counsel, to extend the term for a maximum of two additional years, in one-year increments, with an annual compensation of \$280,000 plus a cost of living increase not to exceed the Consumer Price Index (CPI) for the County of Los Angeles as determined by the U.S. Bureau of Labor Statistics, using funds to be requested through the Housing Authority's annual budget approval process; recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the Contract to add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% as needed for unforeseen costs. (APPROVE)

### **8. Approve Recommended Changes to Housing Commission Bylaws (All Districts)**

Recommend that the Board of Commissioners modify the existing Housing Commission Bylaws to clarify the expectations and protocols related to attendance requirements by members of the Housing Commission and to make other minor administrative updates. (APPROVE)

### **9. Housing Commissioners May Provide Comments or Suggestions for Future Agenda Items**

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 700 W. Main St., Alhambra, CA 91801. Access to the agenda and supporting documents are also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least (3) business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (626) 586-1501, or by e-mail at [roberta.lear@lacdc.org](mailto:roberta.lear@lacdc.org), from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES  
MINUTES FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, February 26, 2014.

The meeting was convened at 14622 Francisquito Ave., La Puente, CA 91746

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Vice Chair, James Brooks, at 12:07 p.m.

<b><u>ROLL CALL</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Alma Cibrian, Chair		X
James Brooks, Vice Chair	X	
Michelle-Lynn Gallego		X
Zella Knight	X	
Val Lerch	X	
Margaret Mott	X	
Henry Porter	X	

**PARTIAL LIST OF STAFF PRESENT:**

Sean Rogan, Executive Director  
Emilio Salas, Deputy Executive Director  
Maria Badrakhn, Director, Housing Management  
Margarita Lares, Director, Assisted Housing  
Corde' Carrillo, Director, Economic Housing Development

**GUESTS PRESENT:**

None

### **Reading and Approval of the Minutes of the Previous Meeting**

On Motion by Commissioner Porter, seconded by Commissioner Mott with Commissioner Brooks, Commissioner Knight and Commissioner Lerch abstaining, the Minutes of the Regular Meeting of January 22, 2014 were approved.

### **Agenda Item No. 4 – Report of the Executive Director**

Deputy Executive Director, Emilio Salas reported the following:

Mr. Salas welcomed the Housing Commissioners to the Francisquito Villa Housing Development and introduced Arlene Black, Area Manager. Ms. Black gave a summary of the property background including recent improvements such as the roof replacement, Heating, Ventilation, Air Conditioner (HVAC), parking lots, tree removal, and walkways. The REAC score obtained was 92B. She welcomed Carmen Gonzalez, East County Property Manager; Teresa Zavala, Case Manager; Rosie Barrientos, Resident Manager and Keith Crossley, Maintenance Supervisor to the meeting.

Mr. Salas welcomed and introduced Roberta Lear, Executive Assistant, replacing Donna Del Valle, Executive Assistant, as Housing Commission meeting coordinator.

Mr. Salas announced that Commissioners Knight and Mott will attend the annual NAHRO 2014 Legislative Conference in Washington, D.C., from March 9-13, 2014. More information will follow in regard to the scheduling of hill visits. We will be submitting several presentations to include Data Compliance System (DCS), and how to develop the Community Policing Program (CPP).

Emilio Salas stated that HACoLA is involved in discussions at the State level to provide input into the possible use of state funds for homeless programs. Submitted recommendations as follows:

- Funding should allow flexibility to address homeless populations as determined locally (i.e., chronically homeless, homeless families, or persons in danger of becoming homeless).
- Funding should be set aside to fund services, rapid rehousing, and capital dollars to develop more Permanent Supportive Housing (PSH).

Working committee comprised of Community Association of Housing Authorities (CAHA) members in all regions of California are actively engaged in these discussions including HACoLA. Recommendations will be submitted to Speaker Perez's office for consideration.

Emilio Salas informed the Housing Commissioners that lease-up activities have begun, unsure of final funding, suspended vouchers lifted. Service providers for homeless vouchers may begin full lease-up. Provided summary of sequester and freeze for Commissioner Mott.

Emilio Salas stated we received an invitation from HUD, VA Secretaries, and USICH for 25 cities to participate in a workgroup to develop CES for assessment, services, and housing placement through a coordinated regionalized approach. This will take place on March 27-28, 2014, where leaders of 25 communities will develop a plan for a coordinated entry. Mr. Salas will represent HACoLA along with one additional representative.

Emilio Salas thanked Commissioner Lerch for assisting in the last round of interviews for the Tenant Commissioner position. We hope to have new members joining in the next few months as a result of the most recent selection process.

Emilio Salas informed the Commissioners that Sean Rogan, Executive Director, will meet with the CEO's office on March 3, 2014 to discuss supplemental budget funding of the CPP.

Commissioner Porter previously requested the Bylaws be amended to clarify issues related to attendance. Mr. Salas will be submitting some recommendations for changes to the Bylaws. Areas that will be addressed include:

- Ensuring the Bylaws are in line with the current County Code
- Clean up language (such as updating headquarters addresses)
- Editing sections that may be unclear (reference to Meeting Conduct Code)

Commissioner Porter asked for a follow-up on the latest Department of Justice (DOJ) meeting. Mr. Salas indicated the meeting was held and talks will continue.

Margarita Lares, Assisted Housing Director, summarized the Annual Plan process and a handout was provided.

#### **Agenda Item No. 5 - Presentation**

Home Ownership Program Presentation— Silvia Delgadillo, Supervisor, Economic and Housing Development Division. Three programs were covered:

- Southern California Home Financing Authority (SCHFA) - First Time Homebuyers in Los Angeles and Orange Counties
- Mortgage Credit Certificate Program (MCC)
- Home Ownership Program (HOP)

#### **Agenda Item No. 6 - Public Comments**

Dorothy Smith, Francisquito Villa resident for 8 years, presented to the Housing Commissioners acknowledgement of many repairs completed at the site but has concerns about the dirt strip on the east side of her building. The lawn blower throws dust in the windows which disturbs allergies. She suggested we add grass or plants in that area.

### **Regular Agenda**

**On Motion by Commissioner Lerch seconded by Commissioner Knight and unanimously carried, the following was approved by the Housing Commission:**

**APPROVE THE ANNUAL PLAN FOR THE HOUSING AUTHORITY OF THE  
COUNTY OF LOS ANGEES (ALL DISTRICTS)**

#### **AGENDA ITEM NO. 7**

1. Recommend that the Board of Commissioners find that the activities in the Annual Plan are not subject to the provisions of the California Environmental Quality Act (CEQA);
2. Recommend that the Board of Commissioners approve the Annual Plan, as required by the U.S. Department of Housing and Urban Development (HUD), to update the Housing Authority's program goals, major policies and financial resources, including the Capital Fund Program (CFP) Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Public Housing Program, the Public Housing Lease Agreement, and the Housing Choice Voucher Program Administrative Plan;
3. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign a Resolution approving the Annual Plan for submission to HUD, and authorize the Executive Director or his designee to take all actions required for implementation of the Annual Plan;
4. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute all documents required to receive approximately \$4,367,895 in CFP funds from HUD and to be included in the FY 2014-2015 annual budget; authorize the Executive Director or his designee to incorporate into the Annual Plan all public comments received and approved for inclusion by the Board;
5. Recommend that the Board of Commissioners authorize the Executive Director or his designee to submit the Annual Plan to HUD by April 17, 2014.

**On Motion by Commissioner Knight and seconded by Commissioner Lerch and unanimously carried, the following was approved by the Housing Commission:**

**ADOPT RESOLUTION AUTHORIZING ISSUANCE OF TAX-EXEMPT MULTI-FAMILY HOUSING MORTGAGE REVENUE BONDS FOR MULTI-FAMILY HOUSING IN THE CITY OF SANTA MONICA. (DISRICT 3)**

**AGENDA ITEM NO. 8**

1. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign a Resolution, as required under Section 147(f) of the Internal Revenue Code of 1986, authorizing the issuance of tax-exempt multifamily housing mortgage revenue bonds (Bonds) by the Housing Authority, in an amount not exceeding \$4,500,000 to Santa Monica RHCP, L.P. (Developer), a California Limited Partnership, to finance site acquisition and rehabilitation of 41 units of multifamily rental housing located at 1855 9<sup>th</sup> Street, 1450 14<sup>th</sup> Street, and 2006 20<sup>th</sup> Street in the City of Santa Monica;
2. Recommend that the Board of Commissioners authorize the Executive Director or his designee to negotiate, execute and, if necessary, amend or terminate all related documents and take all necessary actions for the issuance, sale, and delivery of the Bonds, following approval as to form by County Counsel;
3. Recommend that the Board of Commissioners find that adoption of this Resolution is not subject to the provisions of the California Environmental Quality Act (CEQA) because the action will not have the potential for causing a significant effect on the environment.



**On Motion by Commissioner Porter seconded by Commissioner Lerch and unanimously carried, the following was approved by the Housing Commission:**

**ADOPT RESOLUTION AUTHORIZING ISSUANCE OF TAX-EXEMPT MULTI-FAMILY HOUSING MORTGAGE REVENUE BONDS FOR MULTI-FAMILY HOUSING IN THE UNINCORPORATED EAST LOS ANGELES (DISTRICT 1)**

**AGENDA ITEM NO. 9**

1. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign the attached Resolution, as required under Section 147(f) of the Internal Revenue Code of 1986, authorizing the issuance of tax-exempt multifamily housing mortgage revenue bonds (Bonds) by the Housing Authority, in an aggregate amount not exceeding \$2,300,000 to Villa Nueva RHCP, L.P. (Developer), a California Limited Partnership, to finance site acquisition and rehabilitation of a 21-unit multifamily rental housing development located at 658-676 S. Ferris Avenue in unincorporated East Los Angeles;
2. Recommend that the Board of Commissioners authorize the Executive Director or his designee to negotiate, execute and, if necessary, amend or terminate all related documents and take all necessary actions for the issuance, sale, and delivery of the Bonds, following approval as to form by County Counsel; find that adoption of this Resolution is not subject to the California Environmental Quality Act (CEQA) because the action will not have the potential for causing a significant effect on the environment.

**Agenda Item No. 10 – Housing Commissioner Comments and Recommendations for Future Agenda Items**

Commissioner Knight complimented the agency on the Annual Plan. She has seen the outreach which represents our homeless population and enjoys seeing the Community coming together.

Commissioner Lerch thanked staff for coming together month after month and helping everyone out. One suggestion for the enclosures/handouts is adding a footer or header to identify the agenda item that it correlates with. Commissioner Lerch added that one of the recent Tenant Commissioner applicants was in a foster care program, has overcome those obstacles, and is now in a Master's Program preparing to graduate next month.

Commissioner Porter hoped all had received the Commissioner letter with information on the upcoming May 28<sup>th</sup> conference. He noted the Quarterly Highlights handout article on the new Larry Itilong development and was interested to know that we provide job training and life skills to our transitional age youth. Commissioner Porter reminded everyone of the packets containing annual Conflict of Interest 700 Forms. The forms are due by March 27, 2014.

Commissioner Mott abstained.

Commissioner Brooks wanted to share a saying that "no one of us is better than all of us". He was amazed that this is such a caring County and we are always trying to help others. The Homebuyers Program presentation shown today indicates that the programs are out there and it takes a lot of work. Thank you for what you do. He is happy to be here and a part of this.

On Motion by Commissioner Porter and seconded by Commissioner Brooks, the Regular Meeting of February 26, 2014 was adjourned at 1:28 p.m.

Respectfully submitted,



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SEAN ROGAN  
Executive Director  
Secretary –Treasurer

## Housing Authority - County of Los Angeles

March 26, 2014

**FOR YOUR INFORMATION ONLY**

TO: Housing Commissioners

FROM: Margarita Lares, Director  
Assisted Housing Division



RE: **FSS PROGRAM UPDATE – FEBRUARY 2014**

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Housing Choice Voucher Program Participants achieve economic independence and self-sufficiency.

### **ACTIVITIES**

<b>NUMBER CURRENTLY ENROLLED</b>	596	As of February 1, 2014
<b>NEW ENROLLMENTS</b>	11	FSS Participants Enrolled
<b>CONTRACTS EXPIRED</b>	3	FSS Contracts Expired
<b>DIRECT ASSISTANCE REFERRALS</b>	125 36 539 21 26 4 2 3 8 400 0	Workforce Centers Home Ownership Program/Seminars/workshops Job referrals Educational/Vocational Services Credit Repair Services Financial Literacy Individual Deposit Accounts (IDA) Transportation Assistance Health & Food Services Other Social Services Youth Services
<b>OUTREACH &amp; COMMUNITY EVENT</b>	1 1 1 1	Regional Community Alliance (RCA) hosted by Department of Child and Family Servicer Women's Wealth Workshop hosted by Revolution Financial Management Hosted HARS Scholarship Information Seminar Cohosted the FSS Resource/Career and Job Fair
<b>GRADUATIONS</b>	3	Graduations
<b>Pending Graduations</b>	3	Requests to Graduate received

If you have any questions, please feel free to contact me at (626) 586-1671.

ML:MP:dt

Attachment

## FAMILY SELF-SUFFICIENCY (FSS) GLOSSARY OF TERMS

Listed below are brief descriptions of each category in the monthly FSS Report.

1. **Number Currently Enrolled** – Current number enrolled on the FSS program as of the date the FSS Report is presented.
2. **New Enrollments** - The number of Participants enrolled in the FSS program with an effective date on the month the FSS Report is presented.
3. **Contract Expired** – The number of participant contracts that expired at the end of the month prior to the FSS Report presented.
4. **Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant's goals needed to be accomplished prior to successfully completing the program.
5. **Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.
6. **Graduations** – FSS participants that graduated last month.
7. **Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.



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*Commissioners*

**Sean Rogan**  
*Executive Director*

March 26, 2014

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
700 West Main Street  
Alhambra, California 91081

Dear Commissioners:

**APPROVE JANITORIAL SERVICES CONTRACT  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends approval of a Contract with Diamond Contract Services, Inc., to provide janitorial services for 16 housing developments and the South Scattered Sites Management Office.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that approval of the Janitorial Services Contract is exempt from the California Environmental Quality Act (CEQA) because the proposed activity will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute, amend, and if necessary, terminate a one-year Contract in the amount of \$280,000 with Diamond Contract Services, Inc., for janitorial services at 16 housing developments and the South Scattered Sites Management Office.
3. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute amendments to the Contract, following approval as to form by County Counsel, to extend the term for a maximum of two additional years, in one-year increments, with an annual compensation of \$280,000 plus a cost of living increase not to exceed the Consumer Price Index (CPI) for the County of Los Angeles

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as determined by the U.S. Bureau of Labor Statistics, using funds to be requested through the Housing Authority's annual budget approval process.

4. Recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the Contract to add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% as needed for unforeseen costs.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to award a Contract to provide janitorial services in the common areas of 16 housing developments and the South Scattered Sites Management Office.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund.

The cost for the first year is \$280,000, of which \$46,666 is included in the Housing Authority's approved Fiscal Year 2013-14 budget, and the remaining funds will be included in the 2014-15 proposed annual budget process. The \$280,000 is comprised of \$254,607 in Conventional Public Housing Program funds which include local dwelling rental and operating subsidy allocated by the U.S. Department of Housing and Urban Development (HUD). The remaining \$25,393 will be funded by Kings Road and Lancaster Homes Operating funds.

If extended, the cost of the second and third year of the Contract will remain at the same annual amount of \$280,000 plus CPI increases, using funds to be requested through the Housing Authority's annual budget approval process.

A 10% contingency, in the amount of \$28,000 per year, is also being set aside for any unforeseen needed janitorial services, using the same source of funds described above.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The proposed Contract provides for basic janitorial services such as sweeping, vacuuming, dusting and other cleaning services in all common areas, including community kitchens, rooms and restrooms, conference rooms, classrooms, computer and other training rooms, offices, elevators, lobbies, hallways and laundry rooms.

The following housing developments are included in the proposed Contract: Nueva Maravilla, Francisquito Villa, Herbert Apartments, South Bay Gardens, Kings Road, Palm Apartments, Westknoll Apartments, Carmelitos, Harbor Hills, Marina Manor I and

Honorable Housing Commissioners  
March 26, 2014  
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II, Whittier Manor, Sundance Vista, Lancaster Homes, Orchard Arms, Foothill Villa, and the South Scattered Sites Management Office.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Diamond Contract Services will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Housing Authority has determined that Diamond Contract Services has met the requirements of the Living Wage Program and agrees to pay living wage hourly rates to full-time employees while providing services under the Contract.

The Contract has been approved as to form by County Counsel and will be effective on May 1, 2014, subject to Board approval and execution by Diamond Contract Services, Inc.

### **ENVIRONMENTAL DOCUMENTATION**

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves maintenance activities that will not have a physical impact or result in any physical changes to the environment. The action is exempt from the provisions of CEQA pursuant to State CEQA Guideline 15301 because it involves activities that do not have the potential for causing a significant effect on the environment.

### **CONTRACTING PROCESS**

On November 1, 2013, a Request for Proposal (RFP) process was initiated to identify contractors to provide janitorial services for the Housing Authority. Notices were emailed to 158 vendors from the Housing Authority vendor list. An announcement was also posted on the County's WebVen and Housing Authority websites.

A Pre-Proposal Conference was held at the Housing Authority on November 12, 2013. A total of 16 contractors participated in the Pre-Proposal Conference. On December 5, 2013, five proposals were received. Three vendors were found to be non-responsive and were disqualified.

During the period of December 6 through December 31, 2013, a panel consisting of Housing Authority and Community Development Commission staff evaluated the proposals and ranked each firm independently. Diamond Contract Services was determined to be the highest ranked and most qualified vendor based on the criteria

Honorable Housing Commissioners  
March 26, 2014  
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stated in the RFP, and is therefore being recommended for the Contract award.

The Summary of Outreach Activities is provided as Attachment A.

**IMPACT ON CURRENT PROJECT**

The proposed Contract will provide needed janitorial services for locations owned by the Housing Authority and continue to provide the residents and staff with decent, safe and sanitary conditions.

Respectfully submitted,



SEAN ROGAN  
Executive Director

Enclosures



## ATTACHMENT A

### Summary of Outreach Activities

#### Janitorial Services

On November 1, 2013, the following outreach was initiated to identify Janitorial Service contractors to provide necessary janitorial services for the Housing Authority.

A. Announcement

An announcement was posted on the County's WebVen and Housing Authority websites.

B. Distribution of Notices

The Housing Authority's vendor list was used to mail out the Request for Proposals (RFP) notices to 158 janitorial service contractors, of which 115 identified themselves as firms owned by minorities or women (private firms that are 51 percent owned by minorities or women, or publicly owned businesses, in which 51 percent of the stock is held by minorities or women). As a result of the outreach, five proposals were received.

As a result of the outreach 86 solicitation packages were downloaded.

C. Proposal Results

On December 5, 2013, five proposals were received. Three proposals were found to be non-responsive and were disqualified. The two proposals that met the minimum requirements were forwarded to the three-member evaluation panel for further review. The evaluation committee used the "informed averaged" scoring methodology using a 1,000 points system as established in the solicitation package. The evaluation criteria consisted of qualifications (experience, background, references, etc.) approach to providing the services, Section 3, Living Wage Program and costs. The final evaluation results are as follows:

	<u>Score</u>
Diamond Contract Services, Inc.	742
Lee's Maintenance Services, Inc.	635

Diamond Contract Services, Inc., is being recommended for the Contract award for janitorial service based on the evaluation criteria set forth in the RFP.

D. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Diamond Contract Services, Inc.	Non-Minority	Total 1,021 486 Minorities 508 Women 48% Minorities 50% Women

E. Minority/Women Participation – Firm Not Selected

Lee's Maintenance Services, Inc.	Minority	Total: 173 95 Minorities 75 Women 55% Minorities 43% Women
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The Housing Authority conducts ongoing outreach to include minorities and women in the Contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

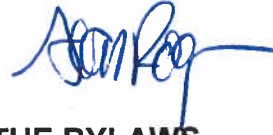
The recommended award of Contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

## **Housing Authority - County of Los Angeles**

March 18, 2014

TO: HOUSING COMMISSIONERS

FROM: SEAN ROGAN, Executive Director



**SUBJECT: RECOMMENDATION TO CHANGE THE BYLAWS**

I am respectfully submitting recommendations to modify the existing bylaws to clarify the expectations and protocols related to attendance requirements by members of the Commission and to make other minor administrative updates.

### **Summary of recommended changes:**

#### Section 1.2

Update the language to describe the Housing Authority's new seal.

#### Section 1.3

Update the new Alhambra headquarters address.

#### Section 3.7

This section deals with automatic terminations due to excessive absenteeism. The existing bylaws provide for automatic terminations for 5 excused or unexcused absences/tardies in a calendar year. This is not consistent with the County Code which only provides for automatic terminations when 3 *consecutive* absences occur.

The Housing Commission Board will need to consider adopting the current County Code threshold of 3 consecutive absences *or*, (as is being recommended), adopt both standards which would allow for terminations after 3 consecutive unexcused absences *or* 5 unexcused absences/tardies in a calendar year.

#### Section 6.7

This section on absences and tardies needs to be revised to be consistent with Section 3.7.

In order to facilitate your review of the proposed changes, I am including the bylaws with the recommended changes highlighted in red. At our next Housing Commission meeting, please be prepared to discuss these recommendations and to vote on a revision to the bylaws.

## BYLAWS OF THE LOS ANGELES COUNTY HOUSING COMMISSION

The Los Angeles County Housing Commission (Housing Commission) is the review and advisory body to the Board of Commissioners of the Housing Authority of the County of Los Angeles (Housing Authority). It oversees administration of the Housing Choice Voucher (Section 8) Program and residential properties owned and managed by the Housing Authority. Members are appointed and serve at the pleasure of the Los Angeles County Board of Supervisors.

The Housing Commission is a legislative body subject to the Ralph M. Brown Act (the Brown Act), Section 54950, and the California Public Records Act, Section 6250, of the Government Code. The Brown Act requires that Housing Commission agendas be posted 72 hours before each meeting and that meetings be open to the public, except closed or emergency sessions, defined in Section 6.4 and Section 6.5 of the Bylaws.

These Bylaws have been adopted by the Housing Commission and include by reference all policies and procedures that are exhibits to this document.

### INTRODUCTION 1.0

**Section 1.1 Name of Commission:** The Housing Commission is named pursuant to Section 34291 of the Health and Safety Code and Los Angeles County Ordinance No. 82-0004.

**Section 1.2 Seal of Authority:** The seal of the Housing Authority is in the form of an inner circle depicting a family in front of a home with the words "We Build Better Lives & Better Neighborhoods" and an outside ring stating "Housing Authority County of Los Angeles."~~the County of Los Angeles' seal with an outside ring stating "Housing Authority".~~

**Section 1.3 Office of Commission:** The main office of the Housing Authority is at 700 W. Main Street, Alhambra, CA 91801.~~2 Coral Circle, Monterey Park, California 91755.~~

### DUTIES AND POWERS 2.0

**Section 2.1 Responsibilities:** Housing Commissioners review and provide recommendations on agenda items *before* a vote of the Housing Authority Board of Commissioners. Exceptions include: matters initiated by the Board of Supervisors or Housing Authority Board of Commissioners, such as: Board motions; items expressly excluded by Board resolution; emergency matters; and items excluded based on County Counsel opinion.

The Housing Commission may also concur with agenda items *after* a vote by the Housing Authority Board of Commissioners, such as an emergency matter that could not be postponed to the next regular meeting.

Matters reviewed by the Housing Commission include: tenant concerns; contract awards; annual budgets; funding applications; housing development plans; reports and other areas of responsibility delegated by the Board.

**Section 2.2 Tenant Disputes:** The Housing Commission has the authority to hear and resolve tenant complaints and its decisions are final.

**Section 2.3 Operating Procedures:** The Housing Commission may adopt and amend operating rules (Bylaws) that include: the time and place of holding meetings; procedures for election of officers; officer responsibilities; codes of conduct; and related policies and procedures.

### **COMMISSIONERS 3.0**

**Section 3.1 Number of Commissioners:** The Housing Commission consists of 12 members appointed by the Board of Supervisors, per County Ordinance No. 2009-0005, adopted on February 17, 2009.

**Section 3.2 Non-Tenant Commissioners (5):** The five members of the Board of Supervisors each select a representative to serve on the Housing Commission. Non-Tenant Commissioners have a combination of experience and education in property acquisition, housing development, construction, financing, marketing, residential property management and related areas.

**Section 3.3 Tenant Commissioners (6):** Six Tenant Commissioners live in residential properties owned or managed by the Housing Authority, or are participants in the Section 8 Program of the Housing Authority. At least two Tenant Commissioners live in Housing Authority-owned or managed properties. Tenant Commissioners must be at least 18 years old and one must be at least 62 years old. Tenant Commissioners must show interest in serving their communities and the ability to represent tenant interests.

**Section 3.4 Homeless or Formerly Homeless Commissioner (1):** One member will be homeless or formerly homeless. There is no requirement that this individual live in Housing Authority-owned or managed property or participate in the Section 8 Program. This individual will be at least 18 years old and able to represent the interests of homeless people.

**Section 3.5 Selection and Appointment:** Housing Authority staff conducts a screening to select candidates for initial appointment and to fill vacancies for Tenant Commissioners and the Homeless or Formerly Homeless Commissioner.

The names of qualified candidates are provided to the Executive Director who reviews the qualifications of the candidates and makes a recommendation to the Board of Supervisors.

The Executive Director may also recommend second term appointments, based on satisfactory performance, without conducting another selection process. See *Exhibit A, Selection Procedures*.

Each of the five members of the Board of Supervisors selects candidates to fill initial appointments and vacancies for Non-Tenant Commissioners.

The Board of Supervisors approves all appointments by a vote taken at a scheduled meeting.

**Section 3.6 Terms:** Tenant Commissioners and Homeless and Formerly Homeless Commissioners serve for two years from the date of appointment.

Non-Tenant Commissioners serve for four years from the date of appointment.

**Section 3.7 Automatic Terminations:** Any Housing Commission member, other than an ex officio (non-voting) member, who fails to attend 3 consecutive Commission meetings, unless excused by members of the Commission, is subject to automatic termination in accordance with Section 5.12.050 of the Los Angeles County Code, provides for the automatic termination of Housing Commission membership, other than ex officio (non-voting) members, when five excused or unexcused absences occur during one calendar year. The Secretary-Treasurer will remind members of this provision after the second consecutive absence and advise the appointing officer. After the third consecutive absence, the Commission shall notify the appointing officer of the vacancy and the appointing officer immediately shall appoint a member to fill the vacancy. a fourth absence in a calendar year, and advise the Board of Supervisors. See Section 6.11, Meeting Conduct, for more information on terminations.

Any Housing Commission member, other than ex officio (non-voting) member, who fails to attend and/or is tardy to five Commission meetings in a calendar year is subject to automatic termination. The Secretary-Treasurer will remind members of this provision after the fourth absence and/or tardy in a calendar year. After the fifth absence or tardy, the Commission shall notify the appointing officer of the vacancy and the appointing officer immediately shall appoint a member to fill the vacancy.

Tenant Commissioners who cease to reside in Housing Authority-owned or managed properties or who no longer participate in the Section 8 Program of the Housing Authority, are automatically disqualified from serving on the Housing Commission.

**Section 3.8 Vacancies:** When a vacancy occurs for any reason other than the end of a term of office, a successor is appointed to fill the unexpired term of a Non-Tenant

Commissioner, Tenant Commissioner or a Homeless or Formerly Homeless Commissioner.

The Housing Authority may conduct a selection process to identify a successor, according to Section 3.5, Selection and Appointment. The Executive Director may waive conducting a new recruitment, if a qualified candidate has been identified through a recent selection process.

When a vacancy occurs for a Non-Tenant Commissioner, the appropriate member of the Board of Supervisors recommends a replacement.

All appointments to fill vacancies are approved by a vote of the Board of Supervisors at a scheduled meeting.

## **OFFICERS 4.0**

**Section 4.1 Officers:** Officers of the Housing Commission include the Chair, Vice Chair and Secretary-Treasurer. The Chair and the Vice Chair are elected by the members. The Executive Director of the Housing Authority serves as Secretary-Treasurer and is an ex-officio (non-voting) member of the Housing Commission.

**Section 4.2 Chair:** The Chair presides at all meetings and executes documents for the Housing Commission.

**Section 4.3 Vice Chair:** In the absence of the Chair, the Vice Chair assumes the duties and responsibilities of the Chair.

**Section 4.4 Secretary-Treasurer:** The Secretary-Treasurer prepares the agendas and minutes, maintains records, issues meeting notices and performs other administrative duties for the Housing Commission.

**Section 4.5 Election of Chair and Vice Chair:** The Housing Commission at its December meeting each year or as soon as possible thereafter, elects a Chair and Vice Chair from the members.

Nominations are made by the members and a voice vote is taken. Voting may also be by secret paper ballot, if requested by one of the members. Nominees must receive a majority of votes cast by those at the meeting to be elected.

The new Chair and Vice Chair take office at the next regular meeting.

**Section 4.6 Term of Chair and Vice Chair:** The Chair and Vice Chair serve terms of one year or until the next election of officers is conducted.

If the Chair leaves office before the term expires, the Vice Chair fills the unexpired term. A new Vice Chair is elected by the members to fill the unexpired term.

If the Vice Chair cannot complete his or her term, an election is held to fill the vacancy.

## **COMPENSATION 5.0**

**Section 5.1 Meeting Attendance:** Housing Commissioners receive stipends for meetings attended, not exceeding 52 meetings in one calendar year. Mileage reimbursements are also provided for transportation related to Housing Commission duties. Reimbursement rates are set by the Board of Supervisors.

**Section 5.2 Travel and Other Reimbursements:** Traveling on Housing Commission business must comply with requirements of the Board of Supervisors and Housing Authority policies. Travel must be approved in advance by the Executive Director.

Housing Commissioners are reimbursed for travel expenses needed to perform their duties. This may include conference attendance, sub-committee meetings, ceremonies and similar functions. Claims may be filed for expenses such as conference fees, transportation, meals, lodging and related expenses. See *Exhibit B, Travel Policy*.

## **MEETINGS 6.0**

**Section 6.1 Regular Meetings:** Regular meetings of the Housing Commission are held the fourth Wednesday of each month at noon. Meetings are open to the public, except closed sessions (defined below).

**Section 6.2 Adjourned Meetings:** The Housing Commission may adjourn any meeting to a time and place specified in the order of the adjournment, in accordance with the Brown Act.

**Section 6.3 Special Meetings:** Special meetings may be called by the Chair or by a majority of the members, in accordance with the Brown Act.

**Section 6.4 Closed Sessions:** Closed sessions may be called by the Chair to discuss personnel matters, pending legislation, real estate transactions and other sensitive subjects. Closed sessions are subject to Brown Act requirements.

**Section 6.5 Emergency Sessions:** Emergency sessions may be called by the Chair to address unforeseen events such as natural disasters, civil unrest and other emergencies. Brown Act requirements will be carried out as soon as possible following the unforeseen event that resulted in the emergency session.

**Section 6.6 Time and Place:** Meetings are held at a time and place convenient to most Housing Authority constituents and in a public room large enough to accommodate the number of people who are reasonably expected to attend.



**Section 6.7 Absences and Tardiness:** Attendance at Housing Commission meetings is the duty of each member in order to fully engage in conducting Housing Authority business. It is also expected that Housing Commission members arrive on time for meetings and other official functions in order not to disrupt the proceedings.

Housing Commission members who are excessively absent or tardy are subject to Section 3.7 Automatic Termination, of the Bylaws of the Los Angeles County Housing Commission.

~~A majority of members of the Housing Commission may adopt motions to impose penalties on members who are excessively absent or tardy. Penalties will be in accordance with the Housing Commission's Meeting Conduct Policy, Section III, Penalties for Inappropriate Behavior.~~

**Section 6.8 Public Notices:** Notices of regular, adjourned, special meetings and closed sessions must be published no later than 72 hours before the meeting to comply with the Brown Act. Notices must be posted on the Housing Authority website and at its administrative offices. Notices may also be included in information provided to constituents.

**Section 6.9 Public Comments at Meetings:** Meetings are open to the public, except closed sessions (defined above). The public may address the Housing Commission on agenda items by making a request to the Secretary-Treasurer before the meeting is called to order. The Chair may limit discussion on any item, depending on the number of people who request to speak and the length and complexity of the agenda.

**Section 6.10 Manner of Voting:** A majority of members must be present for a vote to be taken. Voting is by voice vote, unless a ballot vote is requested by a member.

Roll call votes are not required unless prescribed by law or requested by a member. Inaudible roll call votes are recorded as "aye" votes.

**Section 6.11 Meeting Conduct:** Everyone present at a meeting must conduct themselves in a manner that does not impede the orderly progress of Housing Commission business. Standards for appropriate meeting conduct apply to Commissioners, guests, members of the public and staff. See *Exhibit C, Meeting Conduct*.

## **FINANCIAL DISCLOSURES 7.0**

**Section 7.1 Economic Interests:** The State of California Government Code, Section 8100 of the Political Reform Act, requires Housing Commissioners to file statements of economic interest by April 1<sup>st</sup> of each year.

**Section 7.2 Conflicts of Interest:** The Housing Commission complies with conflict of interest requirements of the Political Reform Act and the California Code of Regulations,

Section 18730, and any related amendments adopted by the Fair Political Practices Commission. The Housing Commission also complies with its adopted Conflict of Interest Policy, provided as Exhibit D.

### **AMENDMENTS TO BYLAWS 8.0**

**Section 8.1 Amendments to Bylaws:** The Bylaws of the Housing Commission can only be amended by approval of two-thirds of the members at a regular or special meeting.

### **QUORUM 9.0**

**Section 9.1 Quorum:** A quorum consists of a majority of the sitting Housing Commissioners. If there are vacancies on the Housing Commission, a majority of the active members must be present to conduct a meeting.

### **COMMITTEES 10.0**

**Section 10.1 Ad Hoc Committees:** The Chair may create ad hoc committees to carry out temporary responsibilities for a limited time.

**Section 10.2 Standing Committees:** The Chair may appoint standing committees when there is a continuing need to oversee certain areas, such as finance and programs. Standing committees provide regular reports to the committee of the whole. They are subject to Brown Act requirements.

### **END OF BYLAWS**

Adopted June 20, 2003; Last Revision April 2010

Housingcommissionbylaws-rev4-2010

# BYLAWS OF THE LOS ANGELES COUNTY HOUSING COMMISSION

Revised April 28, 2010

## BYLAWS OF THE LOS ANGELES COUNTY HOUSING COMMISSION

The Los Angeles County Housing Commission (Housing Commission) is the review and advisory body to the Board of Commissioners of the Housing Authority of the County of Los Angeles (Housing Authority). It oversees administration of the Housing Choice Voucher (Section 8) Program and residential properties owned and managed by the Housing Authority. Members are appointed and serve at the pleasure of the Los Angeles County Board of Supervisors.

The Housing Commission is a legislative body subject to the Ralph M. Brown Act (the Brown Act), Section 54950, and the California Public Records Act, Section 6250, of the Government Code. The Brown Act requires that Housing Commission agendas be posted 72 hours before each meeting and that meetings be open to the public, except closed or emergency sessions, defined in Section 6.4 and Section 6.5 of the Bylaws.

These Bylaws have been adopted by the Housing Commission and include by reference all policies and procedures that are exhibits to this document.

### INTRODUCTION 1.0

**Section 1.1 Name of Commission:** The Housing Commission is named pursuant to Section 34291 of the Health and Safety Code and Los Angeles County Ordinance No. 82-0004.

**Section 1.2 Seal of Authority:** The seal of the Housing Authority is in the form of an inner circle depicting a family in front of a home with the words "We Build Better Lives & Better Neighborhoods" and an outside ring stating "Housing Authority County of Los Angeles".

**Section 1.3 Office of Commission:** The main office of the Housing Authority is at 700 W. Main Street, Alhambra, CA 91801.

### DUTIES AND POWERS 2.0

**Section 2.1 Responsibilities:** Housing Commissioners review and provide recommendations on agenda items *before* a vote of the Housing Authority Board of Commissioners. Exceptions include: matters initiated by the Board of Supervisors or Housing Authority Board of Commissioners, such as: Board motions; items expressly excluded by Board resolution; emergency matters; and items excluded based on County Counsel opinion.

The Housing Commission may also concur with agenda items *after* a vote by the Housing Authority Board of Commissioners, such as an emergency matter that could not be postponed to the next regular meeting.

Matters reviewed by the Housing Commission include: tenant concerns; contract awards; annual budgets; funding applications; housing development plans; reports and other areas of responsibility delegated by the Board.

**Section 2.2 Tenant Disputes:** The Housing Commission has the authority to hear and resolve tenant complaints and its decisions are final.

**Section 2.3 Operating Procedures:** The Housing Commission may adopt and amend operating rules (Bylaws) that include: the time and place of holding meetings; procedures for election of officers; officer responsibilities; codes of conduct; and related policies and procedures.

### **COMMISSIONERS 3.0**

**Section 3.1 Number of Commissioners:** The Housing Commission consists of 12 members appointed by the Board of Supervisors, per County Ordinance No. 2009-0005, adopted on February 17, 2009.

**Section 3.2 Non-Tenant Commissioners (5):** The five members of the Board of Supervisors each select a representative to serve on the Housing Commission. Non-Tenant Commissioners have a combination of experience and education in property acquisition, housing development, construction, financing, marketing, residential property management and related areas.

**Section 3.3 Tenant Commissioners (6):** Six Tenant Commissioners live in residential properties owned or managed by the Housing Authority, or are participants in the Section 8 Program of the Housing Authority. At least two Tenant Commissioners live in Housing Authority-owned or managed properties. Tenant Commissioners must be at least 18 years old and one must be at least 62 years old. Tenant Commissioners must show interest in serving their communities and the ability to represent tenant interests.

**Section 3.4 Homeless or Formerly Homeless Commissioner (1):** One member will be homeless or formerly homeless. There is no requirement that this individual live in Housing Authority-owned or managed property or participate in the Section 8 Program. This individual will be at least 18 years old and able to represent the interests of homeless people.

**Section 3.5 Selection and Appointment:** Housing Authority staff conducts a screening to select candidates for initial appointment and to fill vacancies for Tenant Commissioners and the Homeless or Formerly Homeless Commissioner.

The names of qualified candidates are provided to the Executive Director who reviews the qualifications of the candidates and makes a recommendation to the Board of Supervisors.

The Executive Director may also recommend second term appointments, based on satisfactory performance, without conducting another selection process. See *Exhibit A, Selection Procedures*.

Each of the five members of the Board of Supervisors selects candidates to fill initial appointments and vacancies for Non-Tenant Commissioners.

The Board of Supervisors approves all appointments by a vote taken at a scheduled meeting.

**Section 3.6 Terms:** Tenant Commissioners and Homeless and Formerly Homeless Commissioners serve for two years from the date of appointment.

Non-Tenant Commissioners serve for four years from the date of appointment.

**Section 3.7 Automatic Terminations:** Any Housing Commission member, other than an ex officio (non-voting) member, who fails to attend 3 consecutive Commission meetings, unless excused by members of the Commission, is subject to automatic termination in accordance with Section 5.12.050 of the Los Angeles County Code. The Secretary-Treasurer will remind members of this provision after the second consecutive absence and advise the appointing officer. After the third consecutive absence, the Commission shall notify the appointing officer of the vacancy and the appointing officer immediately shall appoint a member to fill the vacancy.

Any Housing Commission member, other than ex officio (non-voting) member, who fails to attend and/or is tardy to five Commission meetings in a calendar year is subject to automatic termination. The Secretary-Treasurer will remind members of this provision after the fourth absence and/or tardy in a calendar year. After the fifth absence or tardy, the Commission shall notify the appointing officer of the vacancy and the appointing officer immediately shall appoint a member to fill the vacancy.

Tenant Commissioners who cease to reside in Housing Authority-owned or managed properties or who no longer participate in the Section 8 Program of the Housing Authority, are automatically disqualified from serving on the Housing Commission.

**Section 3.8 Vacancies:** When a vacancy occurs for any reason other than the end of a term of office, a successor is appointed to fill the unexpired term of a Non-Tenant Commissioner, Tenant Commissioner or a Homeless or Formerly Homeless Commissioner.

The Housing Authority may conduct a selection process to identify a successor, according to Section 3.5, Selection and Appointment. The Executive Director may

waive conducting a new recruitment, if a qualified candidate has been identified through a recent selection process.

When a vacancy occurs for a Non-Tenant Commissioner, the appropriate member of the Board of Supervisors recommends a replacement.

All appointments to fill vacancies are approved by a vote of the Board of Supervisors at a scheduled meeting.

## **OFFICERS 4.0**

**Section 4.1 Officers:** Officers of the Housing Commission include the Chair, Vice Chair and Secretary-Treasurer. The Chair and the Vice Chair are elected by the members. The Executive Director of the Housing Authority serves as Secretary-Treasurer and is an ex-officio (non-voting) member of the Housing Commission.

**Section 4.2 Chair:** The Chair presides at all meetings and executes documents for the Housing Commission.

**Section 4.3 Vice Chair:** In the absence of the Chair, the Vice Chair assumes the duties and responsibilities of the Chair.

**Section 4.4 Secretary-Treasurer:** The Secretary-Treasurer prepares the agendas and minutes, maintains records, issues meeting notices and performs other administrative duties for the Housing Commission.

**Section 4.5 Election of Chair and Vice Chair:** The Housing Commission at its December meeting each year or as soon as possible thereafter, elects a Chair and Vice Chair from the members.

Nominations are made by the members and a voice vote is taken. Voting may also be by secret paper ballot, if requested by one of the members. Nominees must receive a majority of votes cast by those at the meeting to be elected.

The new Chair and Vice Chair take office at the next regular meeting.

**Section 4.6 Term of Chair and Vice Chair:** The Chair and Vice Chair serve terms of one year or until the next election of officers is conducted.

If the Chair leaves office before the term expires, the Vice Chair fills the unexpired term. A new Vice Chair is elected by the members to fill the unexpired term.

If the Vice Chair cannot complete his or her term, an election is held to fill the vacancy.

## **COMPENSATION 5.0**



**Section 5.1 Meeting Attendance:** Housing Commissioners receive stipends for meetings attended, not exceeding 52 meetings in one calendar year. Mileage reimbursements are also provided for transportation related to Housing Commission duties. Reimbursement rates are set by the Board of Supervisors.

**Section 5.2 Travel and Other Reimbursements:** Traveling on Housing Commission business must comply with requirements of the Board of Supervisors and Housing Authority policies. Travel must be approved in advance by the Executive Director.

Housing Commissioners are reimbursed for travel expenses needed to perform their duties. This may include conference attendance, sub-committee meetings, ceremonies and similar functions. Claims may be filed for expenses such as conference fees, transportation, meals, lodging and related expenses. See *Exhibit B, Travel Policy*.

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**Section 6.2 Adjourned Meetings:** The Housing Commission may adjourn any meeting to a time and place specified in the order of the adjournment, in accordance with the Brown Act.

**Section 6.3 Special Meetings:** Special meetings may be called by the Chair or by a majority of the members, in accordance with the Brown Act.

**Section 6.4 Closed Sessions:** Closed sessions may be called by the Chair to discuss personnel matters, pending legislation, real estate transactions and other sensitive subjects. Closed sessions are subject to Brown Act requirements.

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**Section 6.8 Public Notices:** Notices of regular, adjourned, special meetings and closed sessions must be published no later than 72 hours before the meeting to comply with the Brown Act. Notices must be posted on the Housing Authority website and at its administrative offices. Notices may also be included in information provided to constituents.

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**Section 6.10 Manner of Voting:** A majority of members must be present for a vote to be taken. Voting is by voice vote, unless a ballot vote is requested by a member.

Roll call votes are not required unless prescribed by law or requested by a member. Inaudible roll call votes are recorded as "aye" votes.

**Section 6.11 Meeting Conduct:** Everyone present at a meeting must conduct themselves in a manner that does not impede the orderly progress of Housing Commission business. Standards for appropriate meeting conduct apply to Commissioners, guests, members of the public and staff. See *Exhibit C, Meeting Conduct*.

## **FINANCIAL DISCLOSURES 7.0**

**Section 7.1 Economic Interests:** The State of California Government Code, Section 8100 of the Political Reform Act, requires Housing Commissioners to file statements of economic interest by April 1<sup>st</sup> of each year.

**Section 7.2 Conflicts of Interest:** The Housing Commission complies with conflict of interest requirements of the Political Reform Act and the California Code of Regulations, Section 18730, and any related amendments adopted by the Fair Political Practices Commission. The Housing Commission also complies with its adopted *Conflict of Interest Policy*, provided as Exhibit D.

## **AMENDMENTS TO BYLAWS 8.0**

**Section 8.1 Amendments to Bylaws:** The Bylaws of the Housing Commission can only be amended by approval of two-thirds of the members at a regular or special meeting.

## **QUORUM 9.0**

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**Section 10.1 Ad Hoc Committees:** The Chair may create ad hoc committees to carry out temporary responsibilities for a limited time.

**Section 10.2 Standing Committees:** The Chair may appoint standing committees when there is a continuing need to oversee certain areas, such as finance and programs. Standing committees provide regular reports to the committee of the whole. They are subject to Brown Act requirements.

**END OF BYLAWS**

Adopted June 20, 2003; Last Revision April 2010

Housingcommissionbylaws-rev4-2010

# BYLAWS OF THE LOS ANGELES COUNTY HOUSING COMMISSION

Revised April 28, 2010